



Shawn Dace
DIRECTOR OF PUBLIC SAFETY

City of St. Louis
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF BUILDING AND INSPECTION
Cara Spencer
MAYOR



Tim Jeffries
BUILDING COMMISSIONER

DATE: October 5, 2026

TO: Board of Estimate and Apportionment (and necessary parties of interest)

FROM: Shawn Dace, Director of Public Safety

DEPARTMENT: Public Safety, Building Division

SUBJECT: Deputy Commissioner of Buildings

To Whom it May Concern:

This memorandum serves as a formal document regarding the Deputy Commissioner of Buildings position. This position will assist/report to the Building Commissioner and duties performed align directly with the executive, administrative, and technical standards of a Deputy Commissioner of Buildings.

For your consideration,

A handwritten signature in cursive script that reads "Shawn Dace".

Shawn Dace
Director of Public Safety



Shawn Dace
DIRECTOR OF PUBLIC SAFETY

City of St. Louis
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF BUILDING AND INSPECTION
Cara Spencer
MAYOR



Tim Jeffries
BUILDING COMMISSIONER

October 5, 2026

Board of Estimate and Apportionment
1200 Market Street, City Hall
St. Louis, MO 63103

RE: Table of Organization Change

Honorable Members of the Board of Estimate and Apportionment:

The Building Division is requesting approval by the Board of Estimate and Apportionment to add positions and update our table of organization. Specifically, the Building Division requests to add a Deputy Commissioner of Buildings (Code 3859, Grade 224M).

Attached is the Department of Personnel's approval of the position and the proposed table of organization. With the addition of the Deputy Commissioner of Buildings position, the Building Division will be removing an Office Assistant II, Environmental Health Officer and a Building Inspector I position from our TO.

Based on Review of our current structure and the Building Division's budget, funds are available for this addition (funding source 1000.17.620000.510100.0000) I appreciate your consideration and respectfully request your approval of the following addition:

Addition

Deputy Commissioner of Buildings
Prefix Code 0
Class Code 3859
Pay Grade 224
Pay Schedule M
Overtime Code 1

Removal

Building Inspection Manager II
Prefix Code 0
Class Code 3857
Pay Grade 216
Pay Schedule M
Overtime Code 1

Removal

Environmental Health Officer
Prefix Code 0
Class Code 5622
Pay Grade 207
Pay Schedule G
Overtime Code 3



Shawn Dace
DIRECTOR OF PUBLIC SAFETY

City of St. Louis
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF BUILDING AND INSPECTION
Cara Spencer
MAYOR



Tim Jeffries
BUILDING COMMISSIONER

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Tim Jeffries".

Tim Jeffries
Building Commissioner



Shawn Dace
DIRECTOR OF PUBLIC SAFETY

City of St. Louis
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF BUILDING AND INSPECTION
Cara Spencer
MAYOR



Tim Jeffries
BUILDING COMMISSIONER

Date: October 5, 2026

To: Classification and Compensation
From: Tim Jeffries – Building Commissioner

Subject: New Position – Budget and Board of Estimate and Apportionment

Funding Source:

1000.17.620000.510100.0000

Proposed Classification Title and Appropriate Class Coding:

Deputy Commissioner of Buildings, Prefix Code 0, Class Code 3859, Pay Grade 224, Pay Schedule M, Overtime Code 1.

Proposed Pay Rate:

\$3923.00 - \$5846.00 Bi-Weekly

Updated Organizational Chart that Depicts the Position Including Reporting Relationships:
See Attached!!!

Number of Vacancies (Stating if a New or Replacement Position):

New Position. 1 Vacancy

Type of Appointment:

Full Time

Official Work Week:

Monday – Friday, 8 a.m. – 5 p.m., Lunch 1 p.m. – 2 p.m.

Minimum Qualifications:

- Associates Degree or higher in Engineering, Architecture, Building Inspection or Construction Management
- Minimum 10 years' experience in code enforcement/building inspection
- Minimum 5 years managerial/supervisory experience in related field
- Certifications Required – Property Maintenance, Housing Inspector, Residential Inspector

Equipment to Be Operated:

Municipal Field Inspection Tools, Personal Protective Equipment, Standard Office Equipment



Shawn Dace
DIRECTOR OF PUBLIC SAFETY

City of St. Louis
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF BUILDING AND INSPECTION
Cara Spencer
MAYOR



Tim Jeffries
BUILDING COMMISSIONER

(Computer Software, Hardware and Equivalents)

Essential Functions:

Agency: Proposes, designs and champions assets within the division including but not limited to financial, operational and human resources. Troubleshoots city-wide challenges and formulates effective solutions. Strengthens team cohesion and fosters productive partnerships throughout every aspect of the Building Division. 30%

Administration: Manages information and data retention required for Building Division policy making, decision making, programming and planning. Establishes long term direction that adheres to the mission, vision and goals of the Building Division. 20%

Law: Serves as a manager of State and Federal regulations and special panels/seminars as advised. Institutes and establishes code and ordinances. Represents the Building Division on a local level and above. 20%

Evaluation: Coordinates final inspections of building projects with associated inspectors, contractors and architects. Interprets code related violations within the city. Answers technical building code questions for architects, engineers, developers, and the public. Conducts complex field inspections of city-wide projects and the impacts of such when needed. 20%

Cohesion: Coordinate department activities with those of other divisions and outside organizations. Attend and participate in community group meetings. Stay abreast of new trends and innovations in the field of building, zoning, code enforcement etc. 10%

Most Important Function/Percentage of Time Performing the Function:

Agency 30%

Classification of Titles of Employees to be Supervised:

Building Inspection Manager I

Building Inspection Manager I

Building Inspection Manager I

Building Inspection Manager I

Program Manager I

Lead Program Manager II

Environmental Court Coordinator

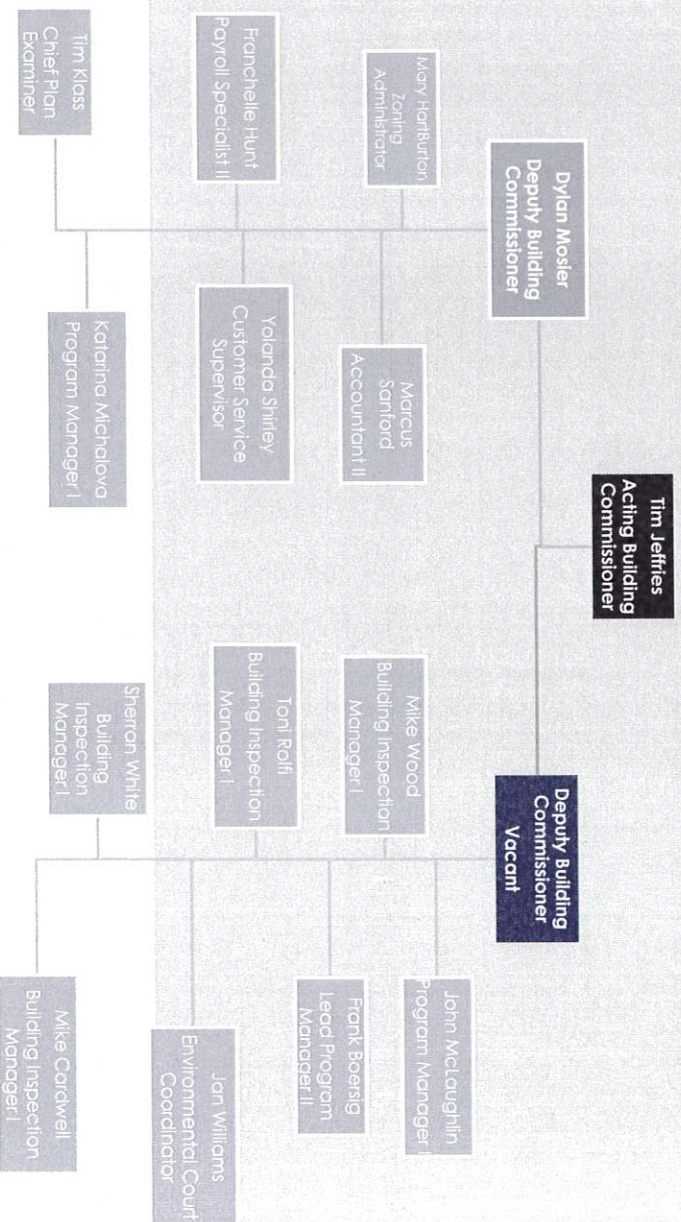
Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Tim Jeffries".

Tim Jeffries
Building Commissioner

Department of Public Safety

Building and Inspections - Department 620





Sanford, Marcus <sanfordm@stlouis-mo.gov>

wd: Deputy Commissioner of Buildings
message

Tue, Sep 22, 2026 at 10:11 A

Jeffries, Tim <jeffriest@stlouis-mo.gov>
J. Marcus Sanford <sanfordm@stlouis-mo.gov>

Don't they already know our funding source for this move?

----- Forwarded message -----

From: **Bussey, Sonja** <busseys@stlouis-mo.gov>
Date: Tue, Sep 22, 2026 at 9:35 AM
Subject: Re: Deputy Commissioner of Buildings
To: Franchelle Hunt <huntf@stlouis-mo.gov>, Tim Jeffries <jeffriest@stlouis-mo.gov>
Cc: Bryan Boeckelmann <boeckelmannb@stlouis-mo.gov>

Good morning Franchelle,

This email confirms DOP approval for adding the new position (Deputy Building Commissioner) to your Table of Organization. The operating department will still need to go through the E&A process for funding approval. If approved by E&A, then you will be able to submit a hire requisition for this newly added position with the Department of Personnel Talent Acquisition.

If you have any questions, please let me know.

All the best,



Sonja Bussey
Human Resources Manager | City of St. Louis
Department of Personnel | Information Management

Mel Cannahan Courthouse
114 Market Street #705 | Saint Louis, Missouri 63101 - 2043
(314) 622 - 4082 Office

CONFIDENTIALITY NOTICE: This email and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed and may contain confidential and privileged information protected by law. If you received this email in error, any review, use, dissemination, distribution, or copying of the email is strictly prohibited. Please notify the sender immediately by return email and delete all copies from your system.